



City of Wichita, Kansas
Office of Central Inspection
Building Construction & Remodeling
Guide to
Building Construction Plan Review,
Construction Permitting
& Construction Permit Inspection
April 1, 2005 Edition



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Section I.

Office of Central Inspection

Construction and Remodeling Plan Review, Permitting and Inspection

Construction Permitting Overview

Applications for construction permits on private parcels of land (and not located in public street, sidewalk or utility right-of-way) are obtained through the Office of Central Inspection (OCI). Permit application processes are divided into two categories: (1) one and two-family construction/remodeling; and (2) multi-family, office, commercial and industrial construction/remodeling (hereinafter referred to as “commercial” construction/remodeling). The application review and permit issuance processes for these categories of construction are significantly different in terms of required application detail and the time required to complete application review/approval.

Building, electrical, mechanical, plumbing, and/or sewer construction permits, or structure demolition and/or interior demolition permits, are required for the following:

- certain site development activity such as excavation, grading, or placement of fill
- constructing, enlarging, altering, remodeling or demolishing a structure or space; this includes new structures, additions, most decks, masonry fences, swimming pools, etc.
- changing the building code use/occupancy classification of a building or space regardless of the level of construction changes
- installing or replacing any building wiring or equipment such as branch electrical circuits, electrical panels, water heaters, furnaces, air conditioners, water or gas piping, water or sewage drain lines, water and sewer service lines, etc.
- installing or altering any fire suppression, detection or fire alarm systems

- installing or substantially altering elevators, lifts or escalators

In addition to the above, a Flood Plain Development Permit/Application is required for any excavation, fill or building development located in a federal or locally designated flood plain or flood way. Federal flood plain maps are available in the Office of Central Inspection, and in the Stormwater Management Office of Public Works (located on the 8th floor of City Hall), 316-268-4498. See OCI “Flood Plain Development Permit/Application” and “Flood Plain Elevation Certificate/Flood Plain Development Information” forms/information in Appendix B.

Permit Exceptions:

Construction permits are not required for routine maintenance such as painting, carpeting, wallpapering, installing cabinets and shelving, replacing plumbing fixtures (faucets, handles, etc.), replacing lighting fixtures or damaged electrical outlets, etc. Other specific exceptions include:

- installing storm windows and doors
- replacing windows or doors where the size or location of the window or door opening is not changed
- installing new or replacement driveways and sidewalks on private property
- constructing or replacing a wire, wrought iron or wood fence eight feet high or less
- repairing or replacing roof shingles or siding that is less than 400 square feet in total area
- replacing sheetrock, plaster or other similar wall or ceiling covering when the area replaced does not exceed 100 square feet
- constructing, replacing or repairing uncovered patios
- constructing, replacing or repairing uncovered exterior decks, porches or stoops not more than 30 inches above grade and not built over a basement or another story/floor level

Who Can Obtain a Permit:

Generally, a contractor who is tested, licensed and insured by the City of Wichita to perform the relevant construction work must obtain permits. Details of the City's contractor licensing are outlined in greater detail below.

Homeowner-occupants of single-family dwellings are allowed to obtain their own permits and perform construction work on their residence. Such residential building permits may cover all facets of a project, including structural, building, plumbing, electric and mechanical work. However, before performing any plumbing, electrical or mechanical work, the homeowner-occupant must pass a simple code examination and submit a basic plan for the proposed installation.

Suspension of Permit Application or Permit:

Construction permit applications or permits may be suspended if no response to a review has been made, no activity has been recorded, or substantial progress has not been made for 180 days. Once a permit is suspended, the permit must be renewed or a new permit may have to be obtained.

Adopted Codes/Pertinent Regulations

All ordinances and requirements for construction and related permits are contained in the Code of the City of Wichita, Kansas (CCWK). The CCWK adopts by reference nationally recognized construction codes with local amendments. The following is a summary of relevant chapters of the CCWK regulating development and construction activity, along with related codes that are adopted by reference. **Please note that all CCWK codes are available on the City's web site at www.wichita.gov. In addition, model construction codes that are adopted by reference are available for purchase in the Office of Central Inspection (at City cost).**

- CCWK Chapter 2.12.1015 – 1026 – Historic Preservation Ordinance
- CCWK Chapter 4 – Alcohol and Cereal Malt Beverage Sales Licensing Requirements
- CCWK Chapter 7 - Public Health Code (restaurants, food establishments, water wells, septic and other on-site sewage systems, odor regulations, spas and swimming pools)
- CCWK Chapter 10.16 - Driveways and Curb Cuts
- CCWK Chapter 10.32 - Landscaping and Parking Lot Screening
- CCWK Chapter 15 – Fire Protection (2000 International Fire Code, with local amendments)
- CCWK Chapter 16 – Sewers, Sewage Disposal and Drains (also includes specific requirements for Stormwater Pollution Prevention, grease interceptors for food service preparation/restaurants and industrial waste pre-treatment)
- CCWK Chapter 17 – Water (specifically lawn irrigation systems and water services)
- CCWK Chapter 18 – Building Code
 - 2000 International Building Code, with local amendments
 - 2000 International Residential Code, with local amendments
- CCWK Chapter 18.44 – Existing Buildings Rehabilitation and Change of Use Code (locally written/adopted code that may be used in conjunction with Building and Fire Codes)
- CCWK Chapter 19 – Electrical Code (2002 National Electrical Code with local amendments)

- CCWK Chapter 21 – Plumbing Code (2000 Uniform Plumbing Code, with local amendments)
- CCWK Chapter 22 – Mechanical Code (2000 International Mechanical Code, with local amendments)
- CCWK Chapter 27 – Local Flood Damage Prevention Code
- CCWK Chapter 28.04 - Wichita-Sedgwick County Uniform Zoning Code
- CCWK Chapter 28.05 - Wichita-Sedgwick County Subdivision Regulations
- CCWK Chapter 28.07 – Airport Overlay Districts
- CCWK Chapter 28.08 – Airport Hazard Zoning Code

Other relevant regulations:

- Kansas Accessibility Act (ADAAG)
- Federal ADA Accessibility Guidelines for Buildings and Facilities (ADAAG)
- Federal Fair Housing Act (for multi-family construction/remodeling, 4-plex or larger)
- City of Wichita Access Management Policy (traffic control, driveway locations, etc.)
- City of Wichita Policy for Construction of Infrastructure Improvements by Private Contract
- Federal Emergency Management Agency National Flood Insurance Program and Flood Insurance Rate Maps
- National Pollution Discharge Elimination Program (NPDES) under the Clean Water Act (administered locally under agreement/permit with the Kansas Department of Agriculture Division of Water Resources)

Licensing, Certification and Bonding Requirements

Technical/Design Professions:

Kansas Statutes Annotated (K.S.A.) Chapter 74, Article 70, requires that any person who performs professional services or creative work, such as consultation, planning, designing or responsible supervision in the practice of architecture, engineering, landscape architecture or land surveying, be registered and licensed with the State of Kansas Board of Technical Professions.

Article 70 does not apply to one and two-family residential construction.

For the reasonable and practical administration of this Statute and Section 106 of the International Building Code, as adopted by the City of Wichita, nearly all commercial plan submittal documents are required to be sealed by architects, engineers, landscape architects and/or land surveyors who are licensed by the Kansas State Board of Technical Professions. A more detailed policy statement regarding submission of design documents for commercial building permit review is available from OCI and is included in Appendix B.

Contractors:

The City of Wichita has an extensive construction contractor testing, certification and licensing program. General building, electrical, elevator/escalator, mechanical/HVAC, plumbing, sewer/drain-laying, lawn irrigation and wrecking/demolition contractors performing work that requires a permit are required by the City to be licensed, and to carry and maintain minimum levels of insurance to further protect the consumer. Additionally, some contractors, such as sewer and drain laying contractors, are required to carry and maintain a minimum insurance bond.

Generally, contractor license tests are administered by nationally recognized contractor testing agencies, including Exporior, ICBO and ICC, and are given frequently at national and local testing sites. A few types of contractor license tests are locally designed and administered. After initial licensing, contractors are required to annually renew their licenses with the City of Wichita.

In addition, the City requires that electrical, mechanical, plumbing and other similar tradesmen working for licensed electrical, mechanical, plumbing, lawn irrigation and sewer contractors are “certified” to perform installation work, and that these tradesmen also annually renew their certifications. These certification tests are also administered by nationally recognized certification testing agencies, including Experi, ICBO and ICC. As with contractor licensing, some types of certification tests are locally designed and administered.

Note: Model construction codes that are adopted by reference in the City Codes are available for purchase in the Office of Central Inspection (at City cost).

The City does have a provision to allow issuance of a “one-time” license to a general building contractor, without testing or payment of an annual license fee, if the contractor can show to the satisfaction of the City that he is otherwise qualified to construct the on-time project, and is appropriately insured.

Questions regarding contractor licensing may be directed to the OCI licensing staff at (316) 268-4413.

Plan Review & Construction Permit Fees and Other Associated Costs

Fees are charged for a variety of services provided with construction permitting. OCI plan review and permit fees cover the cost of plan review (no formal plan review or plan review fees are required for 1 & 2 family residential construction or remodeling), as well as inspection for compliance with City ordinances and requirements during construction. OCI permit fees may be paid with cash, check or most credit cards. Below is a list of fees and other costs that may be associated with OCI construction permit applications/permits.

- Building Plan Review Fee – This fee is only charged for “commercial” construction/remodeling projects, and is collected when project plans are submitted for a building permit. The basic plan review fee is 65% of the base building permit fee (see below). Additional plan review fees may be charged for “progress prints” or “conditional”/phased building permits.
- Building Permit Fee – Building permit fees for both one and two-family and commercial construction are based on project value as determined from the square footage of new construction or additions, or on a valid construction contract cost, and for remodeling, on the value of a valid construction project contract.

Helpful Hints:

- *Plan review fees must be paid at the time of plan submittal. Prior to preparing a check, contact the Permit Desk at (316) 268-4461 to ensure the plan review fee amount is correct.*
- *Building permit fees are paid at the time a conditional or full building permit is issued. Before preparing a check, it is also beneficial to contact the Permit Desk at (316) 268-4461 to ascertain the current building permit fee amount.*

- Trade permit fees (electrical, mechanical, plumbing, lawn irrigation, sewer, fire alarm and sprinkler systems)
 - For one and two family construction/remodeling, these trade permit fees may be included as part of a single “combination” residential building permit, and are based on a percentage of the building permit value. In this case, the trade fees are collected as part of the one and two-family residential building permit.
 - For commercial construction projects, and for any trade permit not associated with a residential “combination” building permit (such as water heaters, furnaces, new electrical circuits and panels, etc.), separate trade permits are issued with fees calculated from the number and size of water heaters, furnaces, electrical circuits, outlets, electric service panels, etc.
- Wrecking/Demolition Permits
 - For building demolitions, permit fees are based on the square footage of the building being demolished.
 - For interior demolition work where the building will remain (interior wall coverings, partition walls, etc.), the permit fee is based on the value of a valid demolition contract cost.
- Grading/Excavation/Fill Permits – These fees are generally included in the base fees for a building permit application. However, when a building permit is only for grading, excavation or fill, the fee is based on the number of cubic yards included in the grading, excavation or filling operation.
- Parking Lot Permits – Parking lot permits that are not associated with construction of a new building, an addition or a building remodeling project are issued as building permits. The permit fee is based on the number of parking lot spaces.
- Temporary Electrical Construction Service is \$10 for one and two-family construction and \$10 - \$25 for commercial construction.

- Water and Sewer Department Tap Fees, and Water Plant and Sewer Plant Equity Fees for New Construction – At the time of permit issuance for new building construction, “tap” fees and “plant equity fees” for water and sewer facilities will also be collected. For further details on these fees, call the Wichita Water & Sewer Department Administration Office at (316) 268-4555, or the Office of Central Inspection Sewer Permit Desk at (316) 268-4341.
- Water and Sewer Department fees for public sanitary sewer or water lateral and/or main extensions, paid “in lieu of” long-term real estate property tax special assessments – These fees *may* be charged when a building or sanitary sewer permit is issued for a new building construction project, and are charged on properties that were not included in, or opted out of participation in an earlier “special assessment benefit district” for sanitary sewer or water main and/or lateral extensions. For further details on these fees, call the Wichita Water & Sewer Department Administration Office at (316) 268-4555.
- Private Construction of Public Infrastructure Improvements by Private Contract or “Private Utility Project” Review Fees – For many building projects, particularly new commercial construction projects or large additions to existing commercial facilities, an additional set of engineered plans may be required to be submitted to the Public Works/Engineering Office for review and approval. Such “Private Utility Plans” are required for all public utility improvements constructed under private contract in public easements or rights-of-way, and include water lines, storm drain/drainage systems, sanitary sewer and paving improvements. In addition, some of these privately contracted public improvement installations on private property that are NOT in public easements or rights-of-way are also required to submit “private utility projects” to Public Works/Engineering for review (depending on the size of the lines or the amount of drainage from the project). Submission of such project plans may occur prior to or concurrent with submission and review of a building permit application. However, in nearly all cases, the “private utility projects” must be submitted and approved prior to release of any building permits.

For detailed information on “Private Utility Project” plan review fees and approval processes, call the Wichita Public Works/Engineering Office at (316) 268-4235.

Helpful Hints:

Commercial building permit projects, especially for new construction and large commercial additions, must frequently provide separate engineered drawings to the Public Works/Engineering Office for review and approval. Often, this is not realized or initiated until after the building permit application/plans have been submitted for review, causing possible significant delays in issuance of conditional or full building permits. This is another reason to check with OCI Plans Examination at (316) 268-4477 or Public Works/Engineering at (316) 268-4235 prior to submission of building permit plans, and/or to schedule a “Preliminary Project Review” as outlined in Step 2 in this Chapter.

Building Permit Steps

Step 1 – Application

Application materials and forms are obtained from the Office of Central Inspection.

Applications may be submitted in several ways, including:

- At the permit desk in the Office of Central Inspection on the 7th floor of City Hall.
- By mail.
- By fax for one and two-family construction/remodeling permits of any type, for commercial roofing and siding permits, and for any trade permits (electrical, mechanical, plumbing and sewer). Licensed construction contractors may participate in the OCI Fax Permit Program for the above types of permits, whereby OCI will review and issue a permit approval (or denial) by fax within a minimum of 24 hours of the faxed application receipt (excluding sewer permits that have a maximum 48-hour review turn-around time). Participation in the Fax Permit Program also allows contractors to pay automatically for each permit issued by credit card, or by cash or check on a weekly basis for all permits issued during the previous week.
- By the Internet through OCI's "E-Permits" program for one or two-family remodeling permits; any roofing and siding permits; and for any electrical, mechanical or plumbing trade permits.

The following information must be submitted with the application for a building or trade permit.

For One and Two-Family Residential Building Permits:

- Residential Permit Application Form (this is not required if the application is made in person at the permit counter). See form in Appendix B.
- Legal description and property tax control number for the site

- A simple site plan showing the proposed location of the structure(s) on the site indicating distances to other existing buildings on the site and the distances to property lines. The site plan does not have to be to scale or professionally designed.
- Property owner information
- For new houses, specific information to indicate any required drainage grades and/or elevations on the site and/or for the structure. This information is available from the Subdivision Grading/Drainage Plan that is approved with the original subdivision plat approval. Specific lot grading/drainage requirements are included on subdivision plats approved in the City of Wichita since 1990. For building lots in subdivisions platted after October 5, 2000, a survey performed by a Kansas-licensed land surveyor or engineer must be obtained, at the contractor or owner's expense, at the time of underground plumbing or foundation wall completion. The survey verifies that basic lot grading elevations and foundation floors and walls are correct and in compliance with the approved Subdivision Plat Grading/Drainage Plan. **NOTE:** See "Backyard Drainage Policies" and "Subdivision Lot Grading Plan Certification" form in Appendix B.
- For pre-fabricated houses (other than "mobile homes") that are to be erected in residential zoning districts (other than districts zoned for mobile homes), the prefabricated home must be placed on an engineered/designed permanent foundation, and must meet specific other criteria as a "residential design manufactured home" (minimum roof pitch, type of roofing and siding materials, porch design, etc., as outlined in the Wichita-Sedgwick County Unified Zoning Code). The pre-fabricated home must also have specifications and certified "third party" inspection information that assures that the pre-fabricated home was constructed to minimum national building code standards.
- If a new home is to be served by a private water well (for potable drinking water) or by an on-site sewer disposal system (such as a septic system), connection to such systems must first be approved by the Wichita Environmental Health Department, 1900 E. 9th Street, (316) 268-

8351, before a building permit is issued. In some areas of the City, water wells may not be allowed due to contamination of groundwater in that area, and septic systems may not be allowed if the present system is failing or if soils and the site are not conducive to an on-site sewage disposal system.

For Commercial Building Permits:

NOTE: A Building Permit Examiner will preliminarily review commercial project applications for completeness at the OCI permit desk. Incomplete project plans may not be officially accepted for plan review, or “logged-in” until all required application materials are submitted. See the “Office of Central Inspection City of Wichita Plan Submittal Information” form in Appendix B that is utilized by Building Permit Examiners during plan “log-in”.

New Construction and Additions

- Plan Submittal Information Sheet (see form in Appendix B)
- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect
 - Structural drawings/plans sealed by Kansas-licensed design professional
 - Mechanical plans sealed by Kansas-licensed design professional
 - Plumbing plans sealed by a Kansas-licensed design professional
 - Electrical plans sealed by a Kansas-licensed design professional
 - A “Code Plan” prepared by the architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
- At least one site utility and drainage/grading plan with impervious area calculations.

- Three ADDITIONAL site utility and drainage/grading plans.
- Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).
 - Landscape plans (if required for the project per the Landscape Ordinance and/or Wichita-Sedgwick County Unified Zoning Code): Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4421.
 - Fire alarm and/or smoke detection plans, if required for project: Four copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
 - Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, KS 67202; (316) 268-4441.
 - Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book
- For projects in which one (1) of more acres of ground will be disturbed, a copy of the Notice of Intent (NOI) application form to Kansas Department of Health and Environment (KDHE). See further information and copy of application materials in Appendix B.

➤ Remodeling, including changes in use and occupancy classifications

- Plan Submittal Information Sheet (see form in Appendix B)

- Project Valuation Data Sheet (see form in Appendix B)
- Three complete sets of Project Plans, each set to include:
 - Site utility and drainage/grading plans sealed by Kansas-licensed design professional
 - Architectural drawings/plans sealed by Kansas-licensed architect
 - Structural drawings/plans sealed by Kansas-licensed design professional (only required if significant structural changes are being made)
 - Mechanical plans sealed by Kansas-licensed design professional (only required if new mechanical equipment and ductwork is being installed or altered)
 - Plumbing plans sealed by a Kansas-licensed design professional (only required if new plumbing and/or plumbing fixtures are being added or relocated)
 - Electrical plans sealed by a Kansas-licensed design professional (only required if new electrical panels/supply or circuits or being added or relocated)
 - A Code Plan prepared by the Architect that summarizes life safety design issues, occupancy and construction classification issues (see sample Code Plan in Appendix B)
 - Office of Central Inspection “Barrier Removal Substantiation Form” (ADAAG). See form in Appendix B.
- If any new exterior paved parking, loading or driveway circulation areas are being proposed as part of the remodel or change of use, at least one site utility and drainage/grading plan with impervious area calculations
- Specialty plans, that may include the following:
 - Tenant Lease Plan: Two copies for all new multi-tenant buildings, submit to OCI (this is simply a building schematic lay-out showing proposed tenant spaces for addressing/suite assignment purposes).
 - Landscape plans: Five copies minimum, eight copies if the project is in a Community Unit Plan (CUP) or Planned Unit Development (PUD). Submit landscape plans to

Planning Department, 10th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4421.

- Fire alarm and/or smoke detection plans, if required for project: Four copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4441.
- Automatic Fire extinguishing plans: Three copies minimum. Submit to Fire Department/Fire Prevention, 11th floor, City Hall, 455 N. Main St., Wichita, Kansas 67202 – (316) 268-4441.
- Miscellaneous specialty plans (furniture layout, retail sales fixture plan, kitchen equipment, etc.): Three copies minimum, submit to OCI
- One specification book

Helpful Hints:

For commercial plan review application submission, the items that are most frequently absent from the submittal package are the “Plan Submittal Information Sheet”, the site plan with impervious area calculations, and the Code Plan.

For Trade Permits (Electrical, Mechanical, Plumbing, Lawn Irrigation and Sewer):

Information regarding the types and number of trade items, e.g., the number and size of electrical services, the number of electrical circuits, the number and size of electric motors, the number of electric outlets, the number, size and/or type of furnaces or air conditioning units, the number of water heaters, the number of waste, gas, or drain openings, etc. This information can be taken at the permit counter or submitted on a standard OCI Electrical, Mechanical, Plumbing or Sewer Permit Application (see trade permit application forms in Appendix B).

Step 2 – Commercial Construction/Remodeling Project Plan Review

Purpose of this step – ***Commercial*** project plans are reviewed to ensure compliance with the City of Wichita’s adopted codes, ordinances, regulations and policies for subdivision development, multifamily residential (all except one and two-family residential construction/remodeling), and commercial development, construction and remodeling. The review focuses primarily on public safety issues, building and fire construction codes compliance, compliance with final development or subdivision plans/plats, the developer’s effects on existing and proposed public infrastructure, ensuring sound engineering principals, and the overall quality of development. Although the staff reviews plans for these issues, the ultimate responsibility for the construction documents rests with the project design professionals hired by the owner.

Construction/remodeling project plan review minimizes field changes because it necessitates interpretation of standards prior to construction occurring, thereby saving time and expense for both the city and the developer.

This step will also carry forward Planning Commission and/or City Council stipulations or conditional approvals of plats, subdivisions, and zoning cases as required by other Departments or processes (e.g., traffic/street improvements; subdivision drainage plans; zoning Community Unit Plans, Planned Unit Developments, Conditional Uses, Protective or Zoning Special Overlays; etc.), as well as general Unified Zoning Code and Historic Preservation Ordinance requirements. Approvals necessary from outside agencies such as FEMA, Kansas Dept. of Health & Environment (KDHE) and the Federal Aviation Administration (FAA) may also be required at this step prior to issuance of a building permit.

For many construction projects, primarily commercial new construction and large additions, separate engineered drawings must be designed and submitted to the Public Works/Engineering Office for public utility improvements constructed under private contract in public easements or rights-of-way (commonly referred to as “private utility projects”). This includes water lines, storm drain/drainage systems, sanitary sewer and paving improvements. In addition, some of these privately contracted public facility installations that are on private property

and not in public easements or rights-of-way (project fire service lines or fire hydrants, or project sanitary or storm sewer pipe larger than a certain pipe size), are also required to submit engineered plans for a “private utility project” to Public Works/Engineering for review. Submission of such project plans may occur prior to or concurrently with submission and review of a building permit application. However, in nearly all cases, the “private utility projects” must be submitted and approved prior to release of any building permits. Detailed information on “Private Utility Projects” plan review fees and approval processes may be obtained by calling the Public Works/Engineering Office, 455 N. Main St., Wichita, KS 67202 - (316) 268-4235.

Preliminary Commercial Project Review:

Preliminary reviews benefit everyone by minimizing problems in the review process and expediting plan review time. They may be scheduled prior to submission of the building permit application, complete project plans, or payment of any required building permit or plan review fees.

- There is no charge.
- Meetings must be pre-scheduled with the Office of Central Inspection Plan Review Staff, (316) 268-4477.
- Preliminary meeting hours are: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday.
- Conceptual plans or sketches are required. It is helpful to provide one copy for OCI files.
- Who may attend? Owner/s, contractor/s, architect, engineers, plans examiner, fire prevention staff or any other relevant department staff.

Helpful Hints:

Items that are consistently found as deficiencies in preliminary or formal plan review, or that cause significant delays in permitting processes are as follows:

- *Property is not properly zoned or has not been platted at the time of building permit application. Some building additions and expansions to existing structures on unplatted lots can also require platting of a property. While this is an infrequent occurrence, a requirement to plat and/or to re-zone the property could delay building permit issuance for several months or more. Always check to make sure that property is properly zoned for the proposed building and use, and that the property is appropriately platted before preparing building plans. Zoning determinations can be obtained from OCI at (316) 268-4479 or from the Metropolitan Area Planning Department at (316) 268-4425, and should be obtained as early in the building planning/development process as possible. Call the Metropolitan Area Planning Department at (316) 268-4421 for more detailed information on platting and zoning/re-zoning.*
- *Inadequate drainage plans and drainage plans that lack adequate spot elevations to determine drainage flow and/or ADAAG compliance.*
- *Inadequate or absent impervious area calculations.*
- *Inadequate or no solid screening included on plans as required by the Unified Zoning Code (UZC) or by a Zoning Overlay or Special Approval (such as a Community Unit Plan, a Planned Unit Development, a zoning Conditional Use Approval, or a zoning Protective Overlay).*
- *No landscaping, landscape buffering or screening (or any landscape plans) as required by the Landscape Ordinance or the Zoning Code, or by a Zoning*

Overlay or Special Approval (such as a Community Unit Plan, a Planned Unit Development, a zoning Conditional Use Approval, or a zoning Protective Overlay). This is a common omission on major remodeling projects where the value of remodeling is more than 50% of the Sedgwick County Real Estate Appraiser Office's appraised existing building value, thus requiring compliance with the Landscape Ordinance and landscape buffering; for building additions that exceed the Zoning Code 30% expansion threshold, requiring building lot compliance with the Landscape Ordinance and landscape buffering and screening; and/or for new parking lots or parking lot expansions on arterial or collector streets, or across from residential areas, for existing development.

- *Nothing noted or shown on plans to indicate placement of new, required fire hydrants (primarily for new commercial construction or larger commercial expansions/additions).*
- *Required "Private Utility Projects" not completed or submitted to Public Works/Engineering for review/approval.*
- *Proposed zoning use, aesthetic design controls, building size/coverage, or building setbacks as specified by a Zoning Overlay or Special Zoning Approval (that are more restrictive than the underlying zoning district or platted setbacks) are not in compliance with the overlay or special approval. This could force delays in building permit issuance until zoning Administrative Adjustments or Special Overlay/Zoning Approval Amendments are completed. Delays could be from as little as about two weeks to as much as 60-90 days. For more information on zoning administrative adjustments and amendment processes/procedures, call the Metropolitan Area Planning Department (MAPC), 455 N. Main St., Wichita, KS 67202, at (316) 268-4421.*

- *Fire Stops and Draft Stops are not indicated on the submitted plans in appropriate locations, are not shown at all, or are lacking sufficient design detail/specification.*
- *Fire resistive assemblies are not shown on the submitted plans in sufficient detail or with approved design/test numbers.*
- *Submitted plans indicate inadequate hard-surfaced toilet room finishes in high occupancy use classifications (assembly, restaurants, bars, theaters, etc.).*
- *Lack of proper safety glazing and/or lack of detail about the type of safety glazing materials on submitted plans.*
- *Absence of, or inadequate detail/indications on submitted plans with regard to required emergency and exit lighting.*
- *Inadequate ADAAG maneuvering clearances, and lack of detail on submitted plans to indicate ADAAG-required slope on sidewalks, exterior access aisles and parking spaces/loading aisles.*
- *Inadequate location of required ADAAG parking spaces with respect to distance from building entryways.*

On Site Preliminary Commercial Project Review:

When the project involves an existing building, and plans are not available, on-site reviews can be performed.

- \$30 per hour, minimum charge one-half hour. Must be pre-paid
- Must be pre-scheduled
- Hours of: 9-11 a.m. or 2-4 p.m. Monday, Wednesday & Friday, or anytime Tuesday and Thursday
- Who may attend? Owner, Contractor, Architect, Plan Examiner, Fire Prevention staff or any other relevant department staff.

OCI Commercial Project Plan Review Overview:

The OCI Commercial Plan Review Section has primary responsibility for coordinating the plan review process and issuing a single, coordinated Plan Review Write-Up that outlines any deficiencies and/or required project plan revisions. OCI's plan review will include the following personnel/departments:

- Building Plans Examiner, OCI
- Fire Prevention Division, Wichita Fire Department
- Public Works Department, Subdivision Engineering (primarily for water, sanitary and storm sewer, fire service or fire hydrant extensions/connections, stormwater management design/detention/drainage, and any required "private utility projects")
- Traffic Engineering (primarily for driveway placement/location, any required traffic control or site access road improvements, and general provisions of the City of Wichita Access Management Policy)
- Public Works Department, Stormwater Management Division (primarily for flood control and pollution discharge management at construction sites)

- Health Department (primarily for food service establishments and day care centers)
- Water Department (primarily for grease interceptors associated with food service)
- Planning Department (primarily for zoning and historic preservation issues)
- Other Agencies as necessary

Codes/Policies Utilized by OCI Plans Examiner:

- 2000 International Building Code, with local amendments (City Code Title 18)
- Local Existing Buildings Rehabilitation and Change of Use Code (City Code title 18.44)
- 2000 International Fire Code, with local amendments (City Code Title 15)
- 2000 International Mechanical Code, with local amendments (City Code Title 22)
- 2000 Uniform Plumbing Code, with local amendments (City Code Title 21)
- 2002 National Electrical Code, with local amendments (City Code Title 19)
- Wichita-Sedgwick County Uniform Zoning Code (City Code title 28.04)
- Wichita-Sedgwick County Subdivision Regulations (City Code Title 28.05)
- Airport Overlay District Code and Airport Hazard Zoning Code (City Code Titles 28.07 and 28.08)
- City of Wichita Landscape Ordinance (City Code title 10.32)
- Federal ADA Accessibility Guidelines for Buildings and Facilities
- Kansas Accessibility Act (ADA)
- Federal Fair Housing Act
- Local Stormwater Pollution Prevention Ordinance (City Code Title 16.32)
- Local Grease Interceptor Ordinance for food service (City Code Title 16.24)
- Local “pre-treatment” sewer disposal of industrial wastes (City Code Title 16.20)
- Local Flood Damage Prevention Code (City Code Title 27)

- Local Access Management Policy (driveway access/traffic circulation)
- Local Alcohol and Cereal Malt Beverage Licensing Standards (City Code Title 4)

Helpful Hints:

- *OCI Building Plans Examiners utilize a checklist called the “OFFICE OF CENTRAL INSPECTION PLAN REVIEW CHECKLIST” in performing their review. While many of these items may not apply to some projects, it is good to check all the items on the list to make sure there are no surprises. A copy of this checklist is attached in Appendix B.*
- *For drinking establishments, nightclub and/or taverns uses, the business owner/operator will also have to obtain State of Kansas and City of Wichita alcohol or cereal malt beverage sales licenses. This is generally about a 4-6 week process. Also, any establishment that derives more than 50% of its food, alcoholic drink, and/or cereal malt beverage sales revenue from the sale of alcoholic drinks and/or cereal malt beverages, will be classified as a drinking establishment, nightclub or tavern under the Wichita-Sedgwick County Unified Zoning Code, and NOT as a restaurant. Zoning regulations and requirements for drinking establishments, nightclubs and taverns are significantly different and much more restrictive than zoning regulations for restaurants. If the project owner/operator believes that they may classify as a drinking establishment, nightclub or tavern instead of a restaurant, they may wish to contact the OCI Zoning Office at (316) 268-4479 or the Metropolitan Area Planning Department at (316) 268-4421 to get additional zoning and licensing information before beginning construction or remodeling work.*

Initial OCI Commercial Project Plan Review Section Time Frames:

The time to review plans can vary greatly. Factors that impact review time include completeness and accuracy of submitted drawings, current backlog, size of job, type of work involved, etc. “Priority” and “A” category projects are assigned to an OCI Plans Examiner when they are officially logged in. Category “B”, “C” and “D” plans are assigned on the Friday following project plan submittal. Target initial project plan review time frames, by project valuation category, are:

- “Priority” Projects - Valuation of \$25,000 or less – Three business days from the application date.
- “A” Projects - Valuation between \$25,001 to \$75,000 – Seven calendar days from application date
- “B” Projects - Valuation between \$75,001 to \$250,000 – 12 calendar days from assignment date
- “C” Projects - Valuation between \$250,001 to \$2,500,000 18 calendar days from assignment date
- “D” Projects - Valuation over \$2,500,000 – 25 calendar days from assignment date

Completion of OCI Project Review:

When the review is complete, the plans will either:

- Be stamped as “Approved” by the Building Plans Examiner, and made ready for permit; or
- Require changes prior to a permit being issued. A project plan review write-up will be issued detailing all required changes. Generally, no further Office of Central Inspection plan review work will be done on the project until the changes have been made or required plan revisions have been submitted, although “conditional” permits may be issued to start construction activity as outlined in “Step 3 – Permit Phasing”.

Required OCI Project/Plan Review Revisions Review:

- Required plan revisions must be made by the original design professional
- Construction drawings/plans revision review should be completed by OCI Plan Review staff in accordance with the following schedule:
 - Valuation of \$25,000 or less – One business day from the revision submittal
 - Valuation between \$25,001 to \$75,000 – Three calendar days from revision submittal
 - Valuation between \$75,001 to \$250,000 – 4 calendar days from revision submittal
 - Valuation between \$250,001 to \$2,500,000 – 6 calendar days from revision submittal
 - Valuation over \$2,500,000 – 8 calendar days from revision submittal
- If revisions are approvable, building permit can be issued

Appeals of Office of Central Inspection Plan Review Requirements:

- All applicants have the right to appeal interpretations of plan review requirements or to propose alternate methods of construction.
- Appeals may first be made to the Superintendent of Central Inspection (Building Official), Office of Central Inspection, 455 N. Main St., Wichita, KS 67202; (316) 268-4460.
- If not resolved through the Superintendent of the Office of Central Inspection, appeals may be made to one of four building or trade construction boards, depending on the item being appealed. All boards meet on a monthly basis, and requests for appeals or reviews by the boards must be submitted to OCI at least ten days prior to the board meeting. Applications and requests may be made by calling 268-4461 or 268-4460. The pertinent appeals boards and their current monthly meeting dates are as follows:
 - Board of Code Standards and Appeals (BCSA) for Building and Fire Codes - Meets on the first Monday of each month

- Board of Electrical Appeals for Electrical and Elevator Codes – Meets on the second Tuesday of each month
- Board of Appeals of Plumbers and Gas Fitters for Plumbing and Sewer Codes – Meets on the first Wednesday of each month
- Board of Appeals of Air Conditioning, Refrigeration and Warm Air Heating for Mechanical Code and solid fuel burning equipment – Meets on the fourth Thursday of each month
- The pertinent Board may review interpretations of Codes, and alternate materials and methods of construction
- The Boards do not have the authority to waive any specific requirements of the Codes

Expiration of OCI Project Plan Review:

- Expires 180 days from date of completion of initial OCI Project Plan Review Write-Up
- 180 day extension may be granted with written request from applicant
- If the plan review expires, a new plan review fee will be charged for further/new review

Building Permits:

Fees:

- Building permit fees are based on project construction cost. You may call the OCI building permit desk at (316) 268-4461 to obtain plan review and building permit fees that are based on project valuation and the current OCI building permit fee schedule
- Basic Plan Review fee is 65% of the base building permit fee.

Progress Prints/Plans:

- Construction may start prior to final plan submission.
- New buildings or additions only

- Additional 50% of plan review fee charged
- Minimum drawings must include site plans and detailed footing and foundation plans
- Must also submit “Conditional Permit Request” form
- Reviewed within 3-5 business days, depending on project valuation/size

Conditional Building Permit:

- Construction may start prior to completion of OCI project plan review or resolution of required project requirements and/or plan review revision submittals
- Available for new buildings or additions only
- Additional 25% of plan review fee will be charged if issued prior to OCI target date for completion of “OCI Project Plan Review Write-Up”
- Full set of project plans required
- Submission of a conditional permit request form is required
- Up-front “Conditional” permit requests will be reviewed within 3-5 business days, depending on the project valuation/size

NOTE: See “Conditional Permit Request” and “Office of Central Inspection Conditional Permit Checklist” forms in Appendix B.

Shell or Speculative Building Permit:

“Shell” or “speculative” building permits are often requested and issued for buildings that are basically unfinished on the interior, awaiting future tenant leases and finish. While this is allowable and not uncommon, it is just as imperative to provide detailed site and building construction plans (less interior finishes and detailed floor plans) before obtaining “conditional” or full building permits. It is critical to determine where and how utilities will be brought to and into the building, and to detail these items on the utility site and building plans.

Special considerations and installations are typically required for items such as sewer and electric service connections. For speculative shell building permits, the project owner will be required to submit a “Speculative Shell Building Acknowledgement & Conditions for Approval” form with the shell building permit application (see form in Appendix B), to acknowledge that all additional, required plans will be submitted to OCI for review, approval and required permitting before work begins on the construction or finish of any tenant lease space not included on the original, approved shell building plans.

Full Building Permit:

- Must be issued for any/all projects
- Full set of project plans required
- No additional fees
- Issued when project plans and all required revisions are reviewed/approved by OCI Plan Review staff

Licensed Contractor Required:

- All building construction requires a City of Wichita licensed building contractor, as well as licensed trade contractors (as applicable to the project work)
- Only the building contractor or authorized representative can pick up the building permit

Revisions to “approved plans” after permit has been issued, but before project completion:

- Revisions are required for any changes affecting exiting, wall configuration, fire or life-safety construction or structural design/installation
- Must be submitted to OCI for review (no additional fees charged)

Step 3 - Permit Phasing: Partial “Progress” or “Conditional” Permits

For many projects, particularly new buildings and additions, applicants desire to complete plan reviews incrementally, or in phases, or to initiate construction activity prior to resolution of all Plan Review requirements.

A decision to phase permits may be made prior to initial submittal through a “progress print” or “conditional” permit application procedure, or after plans have been submitted, through a “conditional” building permit issuance. Requirements for each type of submittal or phase are explained in the “Commercial Construction/Remodeling Project Plan Review” section outlined in previous [Step 2](#), and in the “Conditional Permit Checklist” included in Appendix B.

Project phases are:

- Grading – clearing of vegetation and earthmoving on private property
- Site Development – all site work up to footing and foundation, and including infrastructure improvements (water, fire service lines/hydrants, sanitary sewer, storm sewer/drains and storm water detention, if applicable). NOTE: In many cases, especially for new construction, “private utility projects”, as outlined in the Public Works/Engineering chapter of this Guidebook (or through the Public Works/Engineering Office at (316) 268-4235), must be submitted and approved prior to releasing permit for such site development.
- Framing or Red Iron – all site and building construction work up to a request for a “red-iron” or “framing” inspection
- Wallboard - all site and building construction work up to a request for a “wallboard inspection”
- Temporary Certificate of Occupancy – all site and building construction work up to a request for “temporary” or “partial” Certificate of Occupancy inspection
- Final Certificate of Occupancy – all site and building construction work up to a request for a full “final” Certificate of Occupancy inspection

Step 4 – Full Building Permit Issuance

After permit applications and project plans have been approved, the files are checked to ensure that all required information has been obtained. The permit applicant and/or the general contractor associated with the building permit are then notified by phone and by postcard mailer that the building permit may be issued, and are informed of any administrative items needed for final permit issuance.

Step 5 - OCI Construction Permit Inspections

Purpose of This Step – The issuance of any building permit gives the permit holder the right to proceed with the construction project. Construction is limited to the scope of the project delineated on an approved set of project plans, a building or trade permit, a permit job card or any combination of the three. At various stages of construction or remodeling, inspection is required. What is required to be inspected, when an item must be inspected and the timeliness of an inspection are all dependent upon the nature of the building permit project. Generally, all required inspections for building, electrical, elevator, mechanical, plumbing, sewer or fire suppression/alarm system installation or work are scheduled by the licensed contractors who have been contracted to do the construction, and/or have been issued the pertinent building and/or trade construction permits.

The following are examples of activities that require inspection by OCI:

- Building or structure (walls, roof, etc.)
- Engineered fill
- Foundation systems and components
- Concrete construction
- Erection and placement of steel and steel framing
- Erection of masonry
- Erection of pre-cast concrete or other pre-cast materials

- Certain fire-resistive materials
- Fire resistive rated walls, ceilings, beams, columns and floors
- All electrical, plumbing, mechanical or sewer systems/components (BEFORE concealment)
- Fire alarm/smoke detection systems
- Fire protection systems (sprinklers)
- Grease hoods and duct systems
- Americans with Disabilities Act Accessibility Guidelines (ADAAG) compliance
- Installation of required screening, landscaping and landscape buffering
- Swimming pools, including pool structures, fencing, electrical and plumbing systems
- Spas/whirlpools
- Remodeling, including structural building and any trade work
- Roofing and siding, new or replacement
- Final grading
- Final inspection for building occupancy

Scheduling Inspections and Obtaining Results of Inspections

Generally, the licensed contractors that are included on or attached to the permit make OCI construction permit inspection requests. Licensed contractors are assigned special access codes that allow them to call an automated phone inspection-scheduling system to schedule inspections 24- hours/day, 7 days/week, or to schedule inspections via the Internet through OCI's "E-Permits" system by a secured contractor access. Inspections can be scheduled for the same day up to 6:30 a.m. when using these automated systems. All licensed contractors are strongly encouraged to utilize these automated inspection-scheduling systems.

The automated scheduling systems allow contractors to request a specific day for an inspection, and a choice of "a.m.", "p.m." or "no time preference". For certain types of

inspections, such as concrete pours or bond-beam inspections, the contractor can request a specific one-hour window for the inspection.

These same automated inspection scheduling systems allow OCI inspectors to post the results of inspections to the automated OCI permit and inspection tracking system from the field, and also allow licensed contractors to obtain the results of inspections, including voice mail messages or notes from the inspector, about the results of an inspection or inspections.

Contractors can also cancel previously scheduled inspections using these automated systems. Contractors can also call OCI during office hours at 268-4461 to cancel a requested inspection.

Inspections can also be requested by calling the OCI dispatch line at 268-4461 or 268-4468, and most homeowner-occupants who have obtained their own permits can schedule, cancel or obtain results of required inspections by calling this number between 8:00 a.m. and 5:00 p.m. on regular work days (Monday through Friday).

When an inspector arrives at a job site, the following expectations apply:

- The site is clearly identified by an address
- The permit and/or permit job card is posted in plain view
- The site is readily accessible
- Approved plans are clearly accessible at the job site
- The work for which the inspection is requested is ready to be inspected

Helpful Hints:

- *Make sure that structures are unlocked for requested inspections and readily accessible. Don't expect an inspector to be able to locate a key and let himself/herself inside a building.*
- *Make sure that the approved set of plans, stamped by the Office of Central Inspection, is easily located and accessible to the inspector.*

- *Make sure that the permit job card issued with the permit is easily located and accessible to the inspector. If there is no good place on the site to post the job card at the time of requested inspection, call the inspector to let them know where the job card will be.*

Failure to provide for the above items could result in the inspection not being made, and in some cases could result in a \$30 reinspection fee being charged to the contractor that requested the inspection.

Inspectors will note inspections on the permit job card that is posted at the construction site. If problems are found during an inspection, the OCI inspector will leave a notice on the site that outlines the deficiencies. Construction inspectors can generally be reached in the office in person or by phone in the mornings between the hours of 7:30 and 8:30 a.m. and in the afternoon after 3:30 p.m. Inspectors can be reached by calling the general OCI dispatch number, 268-4461, or by calling directly to the specific construction inspection sections listed below:

Structural/Building	- 268-4461
Electrical/Elevator	- 268-4465
Plumbing/Sewers	- 268-4471
Mechanical (HVAC)	- 268-4473
Fire Suppression/Alarm Systems	- 268-4441 (Fire Department, Fire Prevention)

Saturday, Holiday and After-Hours Inspections:

If it is necessary for inspections to be performed outside of normal work hours or inspection time frames, you must call the OCI dispatcher at 268-4461 by at least 3:00 p.m. for an after-hours inspection on that same workday, or by no later than 3:00 p.m. on the work day prior to a requested weekend or holiday inspection. Before such inspection can be confirmed, an after

hours/weekend/holiday inspection fee that covers the cost of the overtime inspection service must be paid to OCI.

Inspection of Fire Related Issues:

OCI works closely with the Wichita Fire Department to ensure compliance with local fire protection requirements. OCI coordinates inspection activity for construction permits with fire department personnel (primarily for fire alarm systems, smoke detection systems, and fire suppression/sprinklering systems). Primary inspections conducted by the Fire Department for building permits include fire suppression, smoke detection and fire alarm system installation inspections when these systems are required as part of the building project.

Special Inspections:

The Building Code requires that for some types of construction, privately contracted “special inspectors”, with very specific expertise in a given field, inspect certain construction processes, usually on a periodic basis, but sometimes on a “continuous” basis. Certain types of steel fabrication/erection, masonry construction, concrete erection or engineered fill are some examples of processes that may require special inspection. During the project planning and plan review processes, an agreement outlining any required special inspection requirements, and who the special inspectors will be, must be completed and submitted to OCI prior to building permit issuance.

Inspection of Boilers:

The inspection and certification of boilers is handled directly through the State of Kansas (see Appendix A for contact information).

Final Inspections and Certificates of Occupancy:

When the building or structure is complete, it is necessary to call for a “Final” building inspection.

For new one and two-family homes, a “combination” final inspection is generally conducted as part of the building inspector’s final inspection, and includes the final inspection on the building structure/code, as well as plumbing and mechanical installation/code final inspections. Prior to calling for the final building inspection on one and two-family construction, a separate final electrical inspection should be scheduled and approved. Once a final building inspection is approved, a Certificate of Occupancy (CO) for the one and two-family building, structure or space may be granted. For one and two-family home additions, such “combination” building inspections are provided throughout the project for all construction phases, and include building, plumbing, mechanical and electrical inspections by a single, certified combination building inspector.

For commercial construction, all appropriate “final” trade inspections (electrical/elevator, mechanical, plumbing, sewer and fire suppression/detection/alarm systems) must be scheduled and approved PRIOR to completion of the final building inspection, and prior to issuance of any CO for the building, structure or space. In many instances, especially for new construction, a number of tests need to be completed as part of the final building inspection.

Final COs are issued as part of the final satisfactory inspection of all permit requirements, and are included as part of the building permit job card.

Obtaining a Temporary Certificate of Occupancy:

A Temporary Certificate of Occupancy (TCO) allows the building, structure or space to be used or occupied on a temporary basis, prior to all project requirements being completed. Before a TCO can be issued, the OCI building inspector, fire inspector and OCI trade inspectors must determine that no substantial hazard will result from occupancy of the building or portion thereof. Generally, all life safety issues must be properly installed/completed to allow any public occupancy (exit systems, exit lights and emergency lighting, required fire detection, suppression and alarm systems, guardrails and handrails, fire-resistive walls and assemblies, HVAC and required smoke/fire dampers, site access and required public water, fire hydrant or sewer facilities, etc.).

A “CITY OF WICHITA TEMPORARY CERTIFICATE OF OCCUPANCY”

request/guide form should be submitted by the General Contractor (see copy of form in Appendix B). Forms can be obtained from OCI by calling 268-4461, or can be obtained from the OCI building inspector.

Helpful Hints:

It is very important to communicate your intent to request a TCO or Partial CO to your building inspector as soon as you are aware of the need, so that any preliminary walk-throughs can be arranged, temporary exiting procedures can be discussed, and possible obstacles can be identified. It is also good to clearly communicate as far in advance as possible the nature and extent of the TCO or Partial CO building usage (furniture placement and stocking only; some employee occupancy in restricted areas; etc.). If known in advance, the building inspector and/or building supervisor can also coordinate TCO requests with trade inspectors, Fire Department inspectors, and others as necessary.

TCOs are granted for a limited time. The intent is to allow use of the building while the project is being completed. OCI expects the general contractor to be moving towards completion of the project and to call for another final inspection of the project when completed. If for some reason the project cannot be completed by the stated TCO expiration date, the contractor needs to apply for or request a renewal or extension of the TCO. This request is made through the OCI building inspector or supervisor.

Partial Certificate of Occupancy:

A Partial Certificate of Occupancy (PCO) may be granted for a portion of a building that has been completed to the extent that a CO or TCO can be issued for that portion of the project construction. This can be requested and arranged with the OCI building inspector for the project.

Letter of Credit Requirements:

On some projects, the contractor and/or owner may need a Final CO before all permit requirements are met, or may need a TCO for an extended period of time. This generally occurs when weather does not permit installation of required landscaping, screening and/or landscape buffers, or final required paving and parking lot striping (e.g., the TCO is requested on December 20th, and weather does not permit final paving/striping or landscape installation until March or April). In this situation, the contractor and/or project owner may submit to the Office of Central Inspection a financial institution “Letter of Credit” or financial guarantee, payable to the City and in a form approved by the City, in an amount equal to roughly 125% of the projected cost of completing the uncompleted items. A sample Letter of Credit is included in Appendix B. Question about Letter of Credit submissions may be directed to OCI at 268-4468.

Section II.

Office of Central Inspection Sign Permitting

Sign Permit Overview

The City of Wichita has a Sign Code in Chapter 24.04 of the Code of the City of Wichita. Copies of the ordinance may be obtained in the Office of Central Inspection on the 7th floor of City Hall, 455 North Main St., by calling OCI at (316) 268-4479, or on the City of Wichita website, www.wichita.gov. Any questions regarding private property signage may also be directed to this number.

The Sign Code regulates permanent and temporary signage, including signs that are painted directly onto exterior walls and “portable signs”, on private property. Signs are regulated with respect to zoning district classification, size, height, construction, and spacing from other signs and property lines. The Sign Code also regulates time frames for temporary signage (such as banners). The Sign Code regulates both on-site, freestanding signs and building signs, as well as “off-site” billboard advertising signs. Signage is often further regulated by special sign provisions in Unified Zoning Code (UZC) protective overlays and special use approvals (such as Community Unit Plans, Planned Unit Developments, Zoning Protective Overlays, special Zoning Overlay Districts such as Old Town and in Historic Districts, and Zoning Conditional Use Approvals).

Replacement or repainting of sign panels, or “faces”, also require a sign permit, even if the sign can or structure size is not being modified.

All permanent signs are required to be installed by Sign Hangers who have been licensed by the City of Wichita Office of Central Inspection. Such Sign Hangers must be bonded and insured, and are required to annually renew their licenses.

Step 1 – Sign Permit Application

Sign permit application forms are available in the Office of Central Inspection at the permit counter or from the OCI sign section, 268-4479. A complete application consists of:

- A completed application form
- A site plan indicating the location of the proposed sign on the building wall or property, and its distance to and location with respect to other signs on the property. The size of other building signs on the same building elevation should be noted, and the size of any freestanding signs relative to an application for a new or altered freestanding sign should be noted.
- Sign drawings showing the size, dimensions, color, materials and construction details of the sign, including height above grade.

Sign permit applications may be submitted in several ways, including:

- At the permit desk in the Office of Central Inspection on the 7th floor of City Hall
- By mail
- By fax

Step 2 – Sign Permit Review

Sign permit applications are reviewed by the Office of Central Inspection Sign and Commercial Zoning Section for compliance with the Sign Code regulations and the zoning district in which the sign is located. Specific sign restrictions that apply to any sign in a special zoning overlay or conditional use approval are also checked.

Step 3 – Permit Issuance

Once a sign application is approved, the permit may be issued. The applicant will be notified of the approval by staff.

Sign Permit Fees

Sign permit fees are based on the type and size of the sign. A schedule of fees may be obtained from the Office of Central Inspection. The fee for a specific sign, given the type and size of sign, can be obtained from the Sign staff at (316) 268-4479.

Generally, fees must be paid at the time of sign permit issuance, and may be paid by cash, check or most credit cards. However, licensed sign contractors may participate in the Fax Permit Program for Sign permits, wherein OCI will review and issue a permit approval (or denial) by fax within a minimum of 24 hours of the faxed permit application receipt. Participation in the Fax Permit Program also allows contractors to pay automatically for each permit issued by credit card, or by cash or check on a weekly basis for all permits issued during the previous week.

Sign Inspection

All signs must be inspected upon completion by OCI staff to assure that the sign was installed as approved, and so the Sign Permit can be closed. Contractors or permit applicants are responsible for requesting a final sign installation inspection by calling (316) 268-4479.